

23 February 1965

Mr. Donovan Q. Zook
Executive Director
Board of Examiners for the Foreign Service
Department of State

Dear Mr. Zook:

This letter is in response to yours of February 18 concerning the qualifications of [redacted] for appointment as a Foreign Service officer.

STAT

I can give you very little detailed information on this young man, for although I have known him for some ten years I have not known him intimately or been in a position to observe his work in college or elsewhere. However, everything I do know about him is favorable.

He is the son of [redacted]

STAT

It is my understanding that [redacted] has grown into a responsible young man. Certainly his mother and father are representative of all that is to be desired, fine American citizens, and they have without doubt implanted proper ideals

STAT

ER file MB

of citizenship, loyalty and integrity in their son,


STAT

I therefore can recommend your serious consideration of more on the basis of his family background and the environment in which he has been raised than from an intimate knowledge of the young man himself.

Therefore, in endorsing him I am not attempting to fill out the detailed questionnaire which was attached to your letter, as I have not been close enough to to fill out the questionnaire in any meaningful manner.

STAT

Yours very truly,


John A. McCone

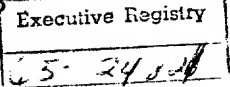
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Approved For Release 2003/05/05 : CIA-RDP80B01676R000400100015-3

DEPARTMENT OF STATE
WASHINGTON



February 18, 1965

IN REPLY REFER TO:

Dear Mr. McCone:

STAT is a candidate for appointment as a Foreign Service officer. He has given your name as a reference.

It would be greatly appreciated if you would give the Board of Examiners as full a statement as possible of your opinion of this candidate's qualifications and suitability for appointment as a Foreign Service officer, with special attention to intellectual ability, personality, character, temperament and loyalty. The Board is interested in knowing of any pertinent weaknesses or defects in our candidates as well as their strong points. In your own case, the question of whether or not you would be pleased to have this candidate serve as a member of your staff is of particular importance.

I should be very grateful for any help you can give in selecting officers for the Foreign Service. Anything you write will be for the use of the Board of Examiners and will not be revealed to the candidate. The enclosed reference questionnaire will indicate the type of information we seek regarding candidates for the Foreign Service. As this candidate's oral examination is scheduled to be held soon, it would be helpful if your reply could be received by the Board within two weeks of the date of this letter.

Sincerely yours,

Donovan Q. Zook
Executive Director
Board of Examiners for the Foreign Service

Enclosure:

Reference Questionnaire.

The Honorable

John A. McCone,
3025 Whitehaven Street,
Washington, D. C.

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16. ABILITY TO USE APPROVED For Release 2003/05/05 : CIA-RDP80B01676R000400100015-3

Applies common sense to the solution of problems
Anticipates consequences of particular course(s) of action
Can see more than one side to a question
Heavy in his thinking
Resolves basic issues involved in a problem, as apart from incidents
Is quick to understand new, involved, or difficult problems
Recognizes his own limitations and asks for help when he needs it
Shows evidence of imaginative thinking in his approach to problems
Demonstrates good judgment

COMMENTS:

In summary, how would you rate the candidate's ability to use his mind? (Check One)

☐ Recommend with enthusiasm ☐ Recommend with confidence ☐ Would possibly be suitable ☐ Reluctant to recommend ☐ Unsuitable ☐ Don't Know

17. LEADERSHIP

☐ Yes ☐ No ☐ Don't Know

Is able to delegate authority and fix responsibility
Takes responsibility for the decisions he makes
Lets others know that he considers and values their opinions
Tries to convince by force or bravado rather than with sound reasons
Is respected for the wisdom and courage of his leadership
Tries to persuade others with charm rather than with logic
When right, holds his own in the face of dissenting or hostile opinions

COMMENTS:

In summary, how would you rate the candidate's leadership? (Check One)

☐ Recommend with enthusiasm ☐ Recommend with confidence ☐ Would possibly be suitable ☐ Reluctant to recommend ☐ Unsuitable ☐ Don't Know

18. POTENTIAL FOR OVERSEAS ADJUSTMENT

☐ Yes ☐ No ☐ Don't Know

Adjusts rapidly to new living or working conditions
In an overseas post, he might tend to associate only with Americans
Is intolerant of persons of another color or creed
In an overseas post, he might tend to "go native" and adopt foreign manners and customs and reject his own
Enjoys associations with people of other races, religions and cultures
Participates in community affairs
His hobbies he enjoys in his leisure time

COMMENTS:

In summary, how would you rate the candidate's potential for overseas adjustment? (Check One)

☐ Recommend with enthusiasm ☐ Recommend with confidence ☐ Would possibly be suitable ☐ Reluctant to recommend ☐ Unsuitable ☐ Don't Know

(OVER)

19. Do you have knowledge of any behavior, activities or associations which would cause you to question this person's reliability, honesty, trustworthiness, good conduct or character? ☐ YES ☐ NO

If your answer is "Yes", please explain fully:

(a) Do you have any reason to question this candidate's loyalty to the United States? ☐ YES ☐ NO

(b) Do you have any reason to believe this candidate belongs, or has belonged, to any Communist or Fascist organization, or to any organization which advocates overthrowing or altering our constitutional form of government by force or other illegal means? ☐ YES ☐ NO

(c) To your knowledge does this candidate associate, or has he associated, with any United States citizen whose loyalty to the United States is questionable or with anyone who belongs to any of the types of organization described in (b) above? ☐ YES ☐ NO

If your answer to any of these questions is "Yes", please give full details:

20. WIFE AND FAMILY (to be answered with respect to male candidates)

Do you know the candidate's wife and family or fiancée? ☐ YES ☐ NO

If you have checked "Yes", please answer the following statements about his wife or fiancée:

(a) Is emotionally adapted for extended residence in any country at the world ☐ YES ☐ NO ☐ Don't Know

(b) Is or was in good health ☐ YES ☐ NO ☐ Don't Know

(c) Has a sound understanding of American institutions, culture and history ☐ YES ☐ NO ☐ Don't Know

(d) Would be an asset in his work of representing the United States abroad ☐ YES ☐ NO ☐ Don't Know

COMMENTS:

IN SUMMARY, how would you rate the candidate's wife or fiancée as a prospective member of our official representation abroad? (Check One)

☐ Recommend with enthusiasm ☐ Recommend with confidence ☐ Would possibly be suitable ☐ Reluctant to recommend ☐ Unsuitable ☐ Don't Know

21. Would you want this candidate to represent you officially abroad? ☐ YES ☐ NO

Please explain why or why not:

22. REMARKS (Continuation of answers to foregoing questions. If these questions have omitted any area of your knowledge of the candidate your additional comments will be helpful and appreciated. Please use additional sheets if necessary.)

Date: _____ Your Occupation: _____ Your Signature: _____

FORM APPROVED
BUDGET BUREAU NO. 47-1165.1



DEPARTMENT OF STATE
WASHINGTON

February 17, 1965

(Name of Candidate) STAT

The Honorable John A. McDermott,
3025 Whitehaven Street,
Washington, D. C.

The Board of Examiners for the Foreign Service is conducting an inquiry relative to the person named above, who is being considered further for appointment as a Foreign Service officer after having successfully passed a difficult written examination.

Foreign Service officers for the Department of State and the United States Information Agency are selected through open competition (or appointment by the President, with the advice and consent of the Senate, to carry out the foreign policies of the United States. In view of the responsible nature of this career service, the Board must have complete information and candid opinions concerning not only the candidates' strong points but also their weaknesses, defects or adverse qualities. Foreign Service officers must not only be competent in their work but must also be persons whose loyalty, intellectual capabilities, and personal integrity will make them effective representatives of our government in dealing with the leaders and the people of foreign countries. Only a few can be selected from the large number of outstanding young people who apply. The standards are necessarily high.

As a public service, will you please evaluate this candidate's personal and professional qualifications for a position of national trust and responsibility in the Foreign Service? Your replies will, of course, be held in confidence. You are urged to bear the following question in mind in making your appraisal on this form: "Is this candidate a person whom I would select to represent the United States abroad?"

It would be most helpful if your comments could be received by the Board within two weeks of the date of this letter so that preparations may be made for the candidate's oral examination. Please forward this form in the enclosed envelope, which requires no postage if mailed in the United States. Thank you for your cooperation.

Very truly yours,

Donovan Q. Zook

Donovan Q. Zook
Executive Director
Board of Examiners for the Foreign Service

QUESTIONNAIRE REGARDING CANDIDATE FOR APPOINTMENT
AS A FOREIGN SERVICE OFFICER

1. How long have you known this candidate?				
From:		To:		
2. In what capacity have you known the candidate?				
<input type="checkbox"/> His colleague <input type="checkbox"/> His supervisor or employer <input type="checkbox"/> His teacher or professor <input type="checkbox"/> His friend				
<input type="checkbox"/> Other (specify):				
3. How frequently have you observed the candidate? (check as many as apply)				
at work		in school or college		
<input type="checkbox"/> infrequently	<input type="checkbox"/> frequently	<input type="checkbox"/> infrequently	<input type="checkbox"/> frequently	
<input type="checkbox"/> infrequently	<input type="checkbox"/> frequently	<input type="checkbox"/> infrequently	<input type="checkbox"/> frequently	
<input type="checkbox"/> almost daily	<input type="checkbox"/> almost daily	<input type="checkbox"/> almost daily	<input type="checkbox"/> almost daily	
4. If the candidate was employed by you or worked under your supervision, please provide the following information regarding his employment:				
a. Dates		b. Salary		
c. Nature of work				
5. To the best of your knowledge, has the candidate ever been discharged or forced to resign from a position?				
<input type="checkbox"/> YES <input type="checkbox"/> NO (If "Yes", please explain)				
6. Does the candidate have any physical, psychological or social handicaps which might raise doubts as to his effectiveness as a Foreign Service Officer?				
<input type="checkbox"/> YES <input type="checkbox"/> NO (If "Yes", please explain)				
7. In your opinion, what are the candidate's				
a. Strongest points?				
b. Weakest points?				
8. In general, what are your comments on the candidate's personality as it might affect his performance in the Foreign Service?				
NOTE: The following evaluation outline has been prepared to assist you in giving us information. Under each category is a series of descriptive statements. Based upon your knowledge of the candidate, place a check in the appropriate column for each statement. Please use the "Don't Know" column only if you honestly feel that you cannot provide a "Yes" or "No" answer. Use the blank space at the end of each category to record additional comments and observations and to amplify or explain any of the checked statements.				
9. ORAL EXPRESSION		Yes	No	Don't Know
Speaks convincingly				
Is inclined to be overtalkative				
Chooses words and phrases well				
Organizes his thoughts logically				
Makes errors in grammar or pronunciation				
Mumbles - is hard to understand				
COMMENTS:				
In summary, how would you rate the candidate's oral expression? (Check One)				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommend with enthusiasm	Recommend with confidence	Would possibly be suitable	Reluctant to recommend	Unsuitable

10. WRITTEN EXPRESSION		Yes	No	Don't Know
Writes convincingly				
Chooses words and phrases well				
Organizes his thoughts logically				
Makes errors in spelling and grammar				
COMMENTS:				
In summary, how would you rate the candidate's written expression? (Check One)				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommend with enthusiasm	Recommend with confidence	Would possibly be suitable	Reluctant to recommend	Unsuitable
11. APPEARANCE, BEARING, MANNER		Yes	No	Don't Know
Dresses neatly and appropriately				
Has distracting or annoying mannerisms				
Has good manners				
Is ill at ease in social groups				
Makes a good impression				
COMMENTS:				
In summary, how would you rate the candidate's appearance, bearing, manner? (Check One)				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommend with enthusiasm	Recommend with confidence	Would possibly be suitable	Reluctant to recommend	Unsuitable
12. ABILITY TO PERSUADE OTHERS		Yes	No	Don't Know
Is considered of other persons' opinions				
Associates look to him for guidance				
Can persuade others to cooperate				
Is good at reconciling diverse points of view				
Is clear and persuasive in arguments				
COMMENTS:				
In summary, how would you rate the candidate's ability to persuade others? (Check One)				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommend with enthusiasm	Recommend with confidence	Would possibly be suitable	Reluctant to recommend	Unsuitable
13. ENERGY AND DILIGENCE IN PURSUING TASKS		Yes	No	Don't Know
Pursues activities with energy				
Tends to put off doing tasks he dislikes				
Lacks physical vitality				
Sometimes loses interest in an activity before he finishes it				
Can be depended on to carry out an assignment on his own				
Completes assignments on time				
Is, or has been, in poor physical health				

COMMENTS:				
In summary, how would you rate the candidate's energy and diligence in pursuing tasks? (Check One)				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommend with enthusiasm	Recommend with confidence	Would possibly be suitable	Reluctant to recommend	Unsuitable
14. SELF CONFIDENCE, POISE, AND ABILITY TO GET ALONG WITH OTHERS		Yes	No	Don't Know
Is confident of his own ability				
Is easily discouraged				
Accepts criticism gracefully				
Is inclined to be brash				
Tends to be unduly shy or reserved				
Gets rattled and/or angry when his opinions are challenged				
Shows evidence of emotional instability				
Works well as a member of a team				
Will take an opposing stand just to be different				
Is tactful				
Performs effectively in a stress situation				
Keeps to himself much of the time but is not actually unfriendly				
When wrong, changes his position in the face of evidence contrary to original views				
COMMENTS:				
In summary, how would you rate the candidate's self confidence, poise, and ability to get along with others? (Check One)				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommend with enthusiasm	Recommend with confidence	Would possibly be suitable	Reluctant to recommend	Unsuitable
15. PERSONAL INTEGRITY, RESPONSIBILITY, AND CONDUCT		Yes	No	Don't Know
Makes excuses for his failings				
Keeps his word				
Is inclined to bluff				
Assumes credit which he may not deserve				
Inspires trust on the part of friends and associates				
Is willing to take an unpopular stand				
Adheres to accepted social behavior				
Occasionally drinks to excess				
Has personal traits that interfere with his ability to get along with others				
Sometimes fails to pay his debts				
Gambles to excess				
Has a reputation as a troublemaker				
COMMENTS:				
In summary, how would you rate the candidate's personal integrity, responsibility, and conduct? (Check One)				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommend with enthusiasm	Recommend with confidence	Would possibly be suitable	Reluctant to recommend	Unsuitable